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ABSTRACT

This program provides supervised vocational personnel with work experience opportunities. The primary function and purpose of this program is the development and/or refinement of vocational competencies in occupational careers. In the introduction, the first of seventeen sections, course options and requirements are outlined. Criteria for the participant's goals and evaluation are delineated in section 2. Sections 3 through 8 contain materials for the participants to use during the program. They include the following exercise forms: initial employment information, organizational chart, job description, occupational report, and career information. Section 9 provides a task analysis example; the following section contains task analyses sheets for the participant to complete. Section 11 presents a lesson plan example which includes aids/supplies needed, instructional objectives, learner activities, teacher activities, and assignment(s); a form is included for the student to use in making a lesson plan. Section 13 contains a questionnaire to aid the employee in interviewing the employer. The next two sections contain employee personality inventories, one to be completed by the employee and the other to be completed by the employer. Section 16 inventories the participant's attitude changes as a result of the program, and the final section requests a summary of his/her occupational experiences. (CSS)

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Work Experience Manual

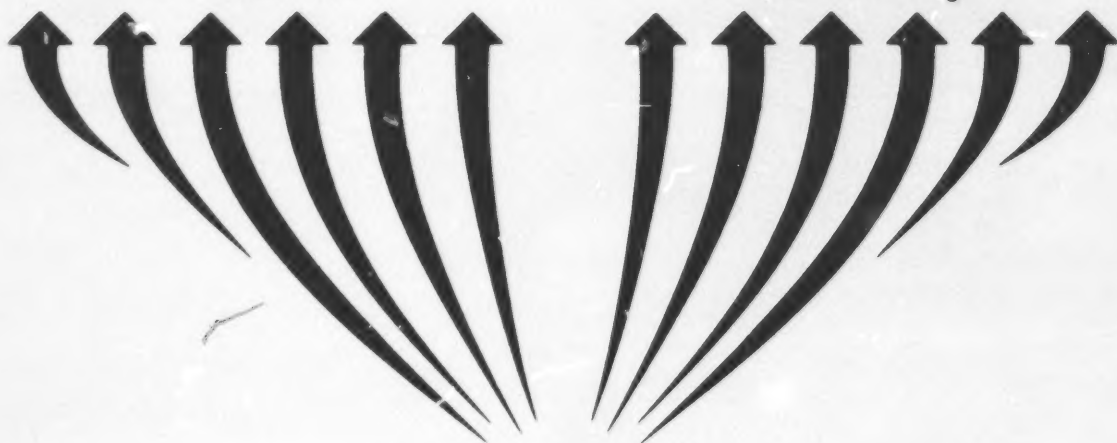
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University of Arkansas
Fayetteville, Arkansas

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TABLE OF CONTENTS

Introduction	1
Goals and Evaluation	2
Initial Employment Information	3
Organizational Chart - Example	4
Organizational Chart	5
Job Description	6
Occupational Report	7
Career Information	8
Task Analyses - Example	9
Task Analysis Sheet	10
Lesson Plan - Example	11
Lesson Plan	12
Questionnaire	13
Personality Inventory - Employee	14
Personality Inventory - Employer	15
Attitude Inventory	16
Final Summary of Your Occupational Experiences	17

INTRODUCTION

This program provides vocational personnel, under supervision, the opportunity to obtain work experience. The primary function and purpose of this work experience program is the development and/or refinement of vocational competencies in occupational careers.

Jobs in the occupational careers are to be obtained by the participant in the local community. These work station(s) must be approved by the director of the work experience program.

The participant may or may not receive compensation for the work experience. This will be determined by the participant and the employer.

Participants may choose one of the following options:

1. One work station for a total of 120 hours.
2. Two work stations for a total of 120 hours.*
3. Three work stations for a total of 120 hours.*

The basic requirements for successfully completing the work experience include the following:

1. Completing 120 hours of work experience in approved work station(s).**
2. Conducting a taped interview and submitting the tape or a written transcript of the interview with the employer, utilizing a specially prepared questionnaire.
3. Filling in appropriate forms directly related to work experience.
4. Preparing three task analyses for classroom use based on the actual work experience.
5. Developing a lesson plan for classroom use based on the actual work experience.

*When the participant works in two or three work stations, complete forms (a) and (b) corresponding to the specific pages.

**Working for relatives and working in school related positions will not be approved work station(s).

GOALS AND EVALUATION

General Goals

1. Experience work in vocational service area(s).
2. Recognize the technical and non-technical skills required in vocational service area(s).
3. Relate work activities to classroom activities in vocational service area(s).
4. Improve the participant's vocational competencies.

Performance Goals

The participant will:

1. Seek employment.
2. Summarize work activities.
3. Complete the appropriate forms in the Work Experience Manual.
4. Perform in approved work station(s).
5. Discuss the work experience program with the director.
6. Develop lesson plans.
7. Prepare three task analyses.

Evaluation (Minimum Requirements)*

1. One hundred twenty (120) hours at approved work station(s).
2. Work Experience Manual
3. Taped interviews or written transcripts.
4. Task Analyses
5. Lesson Plans
6. Other

*Any participant enrolled for credit will not receive credit unless the minimum requirements are fulfilled.

INITIAL EMPLOYMENT INFORMATION

1. Write about your first day on the job.

2. a. What is the name of your supervisor?

(Name) (Title)

- b. Name some of the people with whom you work.

(Name) (Title)

(Name) (Title)

(Name) (Title)

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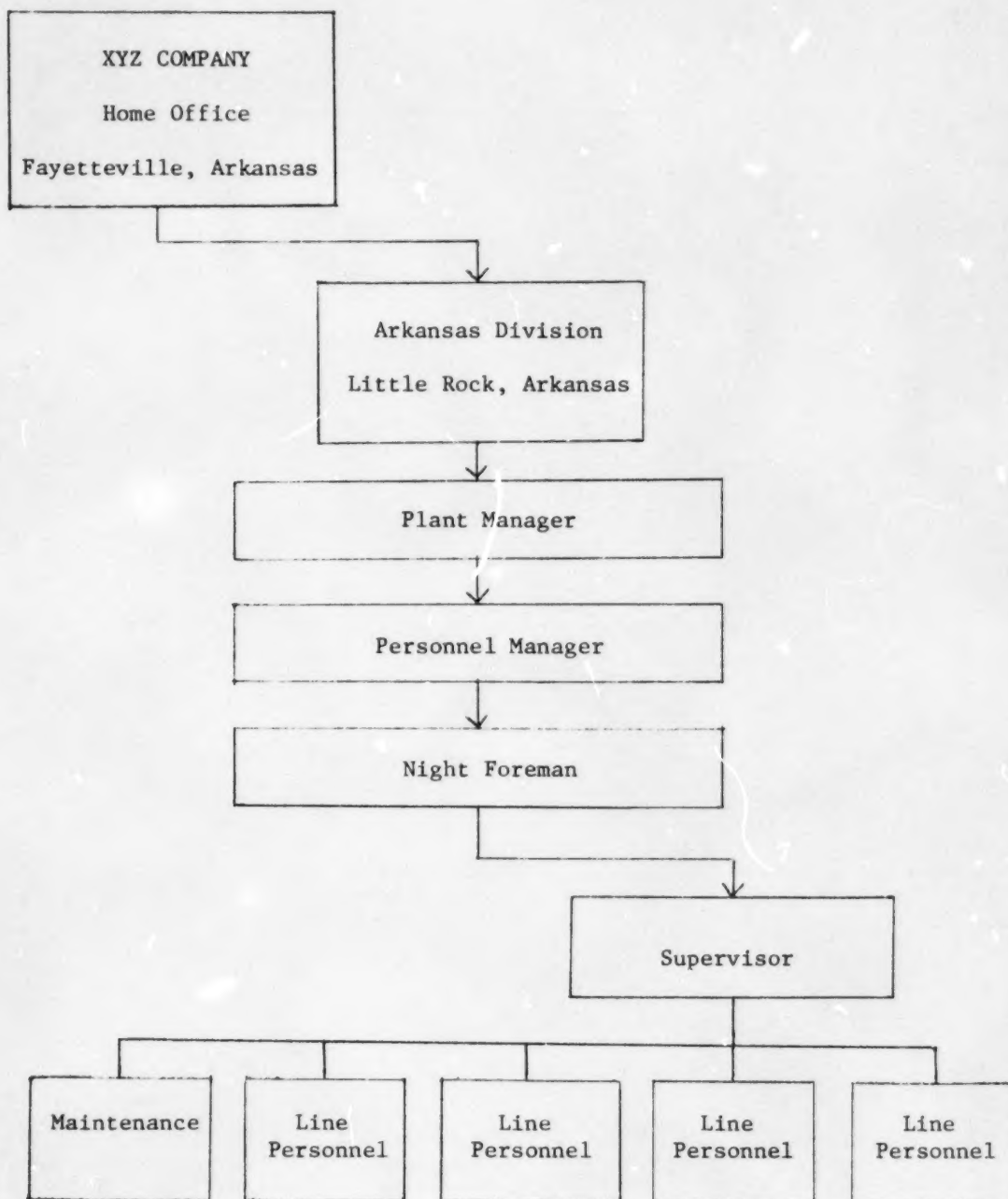
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ORGANIZATIONAL CHART - EXAMPLE

Prepare an organizational chart for the organization in which you are employed. An example appears below.



ORGANIZATIONAL CHART

JOB DESCRIPTION

(Following the guidelines below, write a position description for each job you held in the organization.)

1. Name of Organization: _____
 Address: _____ Telephone: _____
2. Your job title: _____
3. Your salary level: _____
4. Salary for an entry-level position: _____
5. In which department(s) do you work: _____
6. Who is your immediate supervisor: _____
7. Title or position: _____
8. What are the special skills required for the position you held in this organization: _____

9. Number of sales personnel in organization (if applicable): _____
10. Number of non-selling personnel in organization (if applicable): _____
11. Number of executives in organization: _____
12. Dates that you were employed in this organization: _____

13. Actual hours of your working schedule for an average week:
 Monday _____ Thursday _____
 Tuesday _____ Friday _____
 Wednesday _____ Saturday _____
 Sunday _____
14. Total number of hours worked: _____
15. Number of hours absent from work station(s) and reason(s) for each absence:

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14. Total number of hours worked: _____
15. Number of hours absent from work station(s) and reason(s) for each absence: _____

OCCUPATIONAL REPORT

Occupational Title: _____ Date(s) Worked: _____

1. Job description:

2. What were your primary responsibilities or duties on the job?

<u>Responsibility or Job Assignment</u>	<u>Percent of Time Spent</u>
a. _____	_____
b. _____	_____
c. _____	_____
d. _____	_____

3. What knowledge, skill, or concept did you learn or review on the job? Describe.

4. What difficulty(ies) occurred on the job? What was done to correct the difficulty(ies)?

5. What knowledge, skill, or concept would help you perform the job better?

6. What interesting or challenging relationship did you have with an individual? Describe.

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6. What interesting or challenging relationship did you have with an individual? Describe.

CAREER INFORMATION

Identify and describe at least one other job in the organization where you are employed.

Job title: _____

Brief job description: _____

Experience and educational requirements: _____

Other pertinent information: _____

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Job title: _____

Brief job description: _____

Experience and educational requirements: _____

Other pertinent information: _____

TASK ANALYSES - EXAMPLE*

Vocation: Secretary

Task: Opening Incoming Business Letters by Hand

- | <u>No.</u> | <u>Steps in Performing the Task</u> |
|------------|---|
| 1. | Pick up letter opener. |
| 2. | Pick up envelope. |
| 3. | Insert letter opener under the seal of the envelope. |
| 4. | Rip open the envelope. |
| 5. | Repeat the preceding steps until all letters have been opened. |
| 6. | Remove letter and enclosures, if any. |
| 7. | Stamp letter and enclosures, if any, with date received. |
| 8. | Attach enclosures, if any, to letter. |
| 9. | Note in margin of letter if enclosure is omitted. |
| 10. | Keep the envelopes until you examine each letter for signature and address. |
| 11. | If these are omitted, attach the envelope to the letter. |

*Each participant will be required to complete three task analyses.

TASK ANALYSIS SHEET

Vocation:

Task:

<u>No.</u>	<u>Steps in Performing the Task</u>
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Vocation:

Task:

<u>No.</u>	<u>Steps in Performing the Task</u>
------------	-------------------------------------

TASK ANALYSIS SHEET

Vocation:

Task: _____

<u>No.</u>	<u>Steps in Performing the Task</u>
------------	-------------------------------------

AIDS/SUPPLIES NEEDED:

11

Rough Draft
Carbon
Legal form of a Last Will and Testament
Legal form of a Resolution
Legal form of an Agreement
Example of a Last Will and Testament
Example of a Resolution
Example of an Agreement

LESSON PLAN - EXAMPLE*

LESSON PLAN # 5

UNIT Legal Documents

COURSE Typewriting II

INSTRUCTIONAL OBJECTIVES:

Given rough drafts and instructions, the student will type with one carbon copy, a Last Will and Testament, a Resolution, and an Agreement.

LEARNER ACTIVITIES:

The student will review legal placement in a reference manual.

The student will type a Last Will and Testament, a Resolution, and an Agreement, making a carbon copy of each.

TEACHER ACTIVITIES:

The teacher will provide students with rough drafts and instructions.

The teacher will provide students with carbon paper.

ASSIGNMENT(S):

Each student will compose and type a copy of his/her personal will.

*Each participant will prepare a lesson plan.

AIDS/SUPPLIES NEEDED:

12

LESSON PLAN # _____

UNIT _____

COURSE _____

INSTRUCTIONAL OBJECTIVES:

LEARNER ACTIVITIES:

TEACHER ACTIVITIES:

ASSIGNMENT(S):

QUESTIONNAIRE

Employee Questions To The Employer For Taped Interview*

1. What types of equipment do you have in your organization? Do you feel that most employees have adequate training in these areas?
2. Does your organization have a unique or special vocabulary? Please give examples. Are most employees adequate in their vocabulary?
3. What personal and social traits do you find desirable in employees?
4. To what extent do your employees meet the public?
5. How much on-the-job training do you provide your employees?
6. How do you prefer your employees to dress?
7. Do you provide job descriptions?
8. To what degree do the jobs in your organization require interpersonal relations with other employees?
9. To what extent do procedures change from time to time?
10. Do your employees follow instructions well?
11. What do you consider the main weaknesses of your employees? (areas for greatest improvement)
12. Describe what you consider to be a model (ideal) worker.
13. What type of questions do you generally ask in an employment interview?
14. What are the main things you observe about a prospective employee during a job interview?
15. Do you administer employment tests? If so, what kind or what do they include?
16. Others.

*If working in more than one organization, select one employer only for the interview.

PERSONALITY INVENTORY - EMPLOYEE

14

These personality inventory sheets are for evaluating the employee. One of the personality inventory sheets is to be done by the employee prior to beginning the Work Experience Program. The other personality inventory sheet is to be done by the employer upon completion of the Work Experience Program.

The ratings you believe are most correct are to be circled. Use the following scale: A - Excellent; B - Above Average; C - Average; D - Needs Improvement; E - Not Applicable.

<u>Appearance and Physical Factors</u>	<u>Rating</u>
General grooming and neatness	A B C D E
Appropriate clothing	A B C D E
Physical vitality and energy	A B C D E
Health	A B C D E
Adequate rest	A B C D E
Free of distracting mannerisms or habits	A B C D E
Manual dexterity	A B C D E
<u>Speech</u>	
Correct grammar usage	A B C D E
Appropriate vocabulary	A B C D E
Composure while speaking	A B C D E
Expressiveness	A B C D E
Adequate volume	A B C D E
Moderate speed	A B C D E
<u>Character Traits</u>	
General intelligence	A B C D E
Honesty	A B C D E
Loyalty	A B C D E
Enthusiasm	A B C D E
Initiative	A B C D E
Cheerfulness	A B C D E
Imagination	A B C D E
Resourcefulness	A B C D E
Adaptability	A B C D E
Self-confidence	A B C D E
<u>Social Traits</u>	
Courtesy	A B C D E
Tactfulness	A B C D E
Cooperation	A B C D E
Reliability	A B C D E
Tolerance and openmindedness	A B C D E
Genuine interest in others	A B C D E
Ability to meet and mix with people	A B C D E
Ability to listen	A B C D E
Ability to profit from constructive criticism	A B C D E
Ability to follow directions	A B C D E
Accuracy	A B C D E
Safety consciousness	A B C D E
Interest in job	A B C D E

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ATTITUDE INVENTORY

What attitude changes have been brought about by your participation in this work experience program? (Be specific)

FINAL SUMMARY OF YOUR OCCUPATIONAL EXPERIENCES

Briefly summarize your occupational experiences on the job(s).
Be specific and relate personal incidents.